

# Indiana State Police

## Central Records Division

### Reporting Disposition Information

#### Disposition Reporting

- **IC10-13-3-25**

- **Disposition reports**

Sec. 25. (a) If a person whose arrest has been reported as required by section 24 of this chapter is:

(1) transferred to the custody of another criminal justice agency; or  
(2) released without having an indictment or information filed with any court;

a disposition report shall be furnished to the department by the agency from whose custody the person has been transferred or released.

Disposition reports shall be made on forms provided by the department.

(b) If an indictment or information is filed in a court, the clerk of the court shall furnish to the department, on forms provided by the department, a report of the disposition of the case.

(c) A disposition report, whether by a criminal justice agency or a court clerk, shall be sent to the department within thirty (30) days after the disposition.

*As added by P.L.2-2003, SEC.4.*

#### Dispositions not submitted in a timely manner

#### Arrest      Sentence      ISP Receive

- 3/26/09      10/26/09      11/15/10
- 05/9/10      08/20/10      11/04/10
- 06/7/10      09/22/10      11/15/10
- 10/1/09      08/04/10      11/15/10

- When dispositions are over 30 days this has a big impact on Firearms Permit Applications, Record Checks and FBI record checks.

## What should be submitted to Central Records

- E-mail addresses -
- No Charges Filed -
- All Misdemeanor Dispositions -
- All Felony Dispositions -
- Amendments -
- If a court docket can be sent as PDF via e-mail please send it that way –(mhennigar@isp.in.gov)
- Court dockets that are requested – Please send chronological case summary.

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## List of what is needed

- Persons name, date of birth, and arrest date on all dockets.
- All charges on the docket.
- Dispositions – we need guilty, dismissed, date of sentence , amount of time given, amount of time suspended and probation information, etc.
- Any handwritten information, please make it legible.
- Sending in an order for amending felonies to misdemeanors- Send original charges – this will save time on e-mailing and/or faxing your office.

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## List of items not needed

- When a cause number is requested, please only submit the information pertaining to that specific cause number (i.e., no infractions, child support, etc.).
- Do not send us the R-84's–(Federal Disposition Forms)
- Court costs and Court fines.
- If a disposition has been sent in electronically we do not need the Criminal 8x8 Fingerprint Card that comes in blank – (see example)

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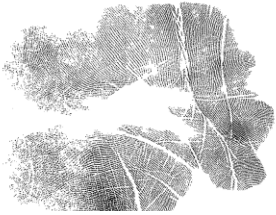
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## 3

Last Name:	First Name:	Middle Name:	Birth Date: 06/04/84
COHEN	KYLE	BRANDON	01-24-1984
Date Printed: 10101123	Booking Officer: Crowl, Nathan 264	Contributing (Booking) ORI: IN0170000	TCN: 1710010536
Left Lower Palm			



OPEN FOR QUESTIONS



**Disposition Supervisor**  
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**Phone number – 317-232-8268**  
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**Barbara Eastridge**

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